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Communications and Information

**AFMC-CONTROLLED MULTIPLE ADDRESS
LETTERS (CMAL)**

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SUMMARY OF REVISIONS

This revision converts the policy directive from the 37 series (Information Management) to the 33 series (Communications and Information). It updates organizational titles and addresses and updates numbers and titles of referenced publications.

1. This directive establishes policy for managing Air Force Materiel Command (AFMC) Controlled Multiple Address Letters (CMAL), a system of specialized publications. This policy applies to all AFMC organizations which issue CMALs. The CMAL gives AFMC commanders a way to furnish various Air Force activities the information and guidance they need to deal with the functional areas for which AFMC has Air Force-wide responsibility.

1.1. Agencies Responsibilities:

1.1.1. Monitoring Agency. HQ AFMC/SCD manages the CMAL system by monitoring the issue and control of the letters. To request authorization to issue CMALs, contact HQ AFMC/SCDP, 4225 Logistics Avenue, Room A112, Wright-Patterson AFB OH 45433-5744.

1.1.2. Issuing Agency. AFMCI 33-201, AFMC-Controlled Multiple Address Letters, assigns the responsibility for issuing CMALs in specific functional areas. The issuing agency publishes CMALs in their specific functional area, periodically reviews them, and rescinds them when no longer essential. CMALs are distributed by the issuing agency. Send questions or comments about the content of individual CMALs to the issuing agency.

1.1.3. Using Agency. To receive CMALs in a specific functional area or to change the distribution needs, the using agency must notify the issuing agency. Direct all distribution requests to the issuing agency.

1.2. Policy. Subject matter placed in any AFMC CMAL must be unclassified official information. Since CMALs may be created, distributed and filed electronically, the content of any CMAL is sub-

ject to the restrictions for the use of e-mail. See AFI 33-119, *Electronic Mail (E-mail) Management and Use*.

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